Absent-Uniformed Service (formally LWOP-US) R**ESPONSIBILITIES**

Employee-

Before Deployment

- Read the Guide for Civilians to Active Duty and complete the LWOP-US Checklist located on the CPAC Website
 (http://www.wood.army.mil/wood_cms/2067.shtml).

- Visit the CPAC office (596-0927) to ensure all elections made on the Checklist are complete and accurate. Provide copy of military orders and LWOP-US Checklist to CPAC. (Retain a copy for your records)

- See your organization's Personnel Coordinator to request LWOP-US. (the Coordinator will also need a copy of the completed Checklist and orders)

- On last working day, complete installation's out-processing requirements beginning with the CPAC office.

After Deployment

- Check-in with the CPAC office within 5 working days to ensure all benefits and pay are reinstated.

Coordinator

Before Deployment

- Ensure employee visits CPAC & reviews "Guide for Civilians to Active Duty"

- Initiate RPA for LWOP-US and attach a copy of the military orders along with a copy of the LWOP-US Checklist.

-Ensure that you confirm that employee's stated choices are consistent with those identified on the LWOP-US Checklist.

- Identify last work day to include any leave to be taken prior to deployment

After Deployment

- Advise employee to visit CPAC

- Initiate Return to Duty RPA

CPAC

Before Deployment

- Code RPA and verify effective date against the Checklist.

- Ensure Checklist and military orders are attached to the RPA before sending to processing.

- Create a file to include a copy of the military orders, LWOP-US Checklist, RPA, and any other pertinent documentation.

After Deployment

- Ensure Return to Duty RPA has been initiated.

- In-process returning employee

Processing

Before Deployment

- Verify military orders & LWOP-US Checklist are attached to RPA

- Process RPA accordingly ensuring any forms needed (i.e. SF 2810) are completed.

- Ensure supporting documents are filed in the employee's OPF.

After Deployment

- Process RPA for Return to Duty